



ENVIRONMENTAL & REGULATORY SERVICES DIVISION  
BUREAU OF PECFA  
2129 Jackson Street  
Oshkosh, Wisconsin 54901-1805  
TDD #: (608) 264-8777

Jim Doyle, Governor  
Mary P. Burke, Secretary

## Wisconsin Department of Commerce, Bureau of PECFA Bid Document

### SECTION 1 - Scope of Work

The Bureau of PECFA is seeking competitive bids to perform remedial services for a petroleum release from a regulated petroleum product storage tank system. This bid is for a specified work scope. The site upon which bids are being solicited is:

**Bid Round:** 48  
**Comm #:** 54130-9999-56-A  
**BRRTS #:** 03-45-001754  
**Site Name:** Freedom Car Sales  
**Site Address:** 7056 County Rd S (W2048), Freedom, 54130  
**Site Manager:** Kevin McKnight  
**Address:** 625 E County Rd Y, Suite 700  
**City, State Zip:** Oshkosh, WI 54901-9731  
**Phone:** 920-424-7890  
**e-mail:** kevin.mcknight@wisconsin.gov  
**Bid Manager:** Tom Verstegen  
**Address:** 2129 Jackson Street  
**City, State Zip:** Oshkosh, Wisconsin 54901-1805  
**Phone:** (920) 424-0025  
**e-mail:** Thomas.Verstegen@Wisconsin.Gov

<b>Bid-Start Date:</b>	<b>March 26, 2007</b>
<b>Questions must be received by (See Section 2 (B)):</b>	<b>April 09, 2007 4:00 PM</b>
<b>Responses will be posted by (See Section 2 (B)):</b>	<b>April 27, 2007</b>
<b>Bid-End Date and Time:</b>	<b>May 11, 2007 4:00 PM</b>

The case file, including report(s) and other pertinent information upon which bids are being sought, are available for review at the Site Manager's location listed above. Please contact the Site Manager for an appointment to review the file.

Copies of report(s) and other pertinent information are available for purchase at the location listed below. If pertinent information is not available, please contact the Site Manager.

**Digital Printing Innovations-Oshkosh, 304 High Ave, Oshkosh, WI 54901**  
**Phone: (920) 235-1800 Fax: (920) 235-6449**

## **SECTION 2 – Site-Specific Bid Requirements**

### **General Comments**

This bid is for completing certain portions of a GIS packet for this site. This will include deed information, GIS maps if applicable, off-site notification letters and other parcel information for 67 off-site affected properties. Attached is a copy of the 67 known addresses within the Drinking Water Advisory Area in Freedom WI. All properties within the Advisory area as well as the Freedom Car Sales Site need to have the following work performed. Please note that the attached list may not be complete and it is the bidders responsibility to insure all affected properties are included.

### **Minimum Remedial Requirements**

- Obtain copies of the most recent deeds, including legal description(s), for all affected properties within or partially within the Drinking Water Advisory Area (Map Attached) (NOTE: If a property has been purchased with a land contract and the purchaser has not yet received a deed, a copy of the land contract which includes the legal description shall be submitted instead of the most recent deed. If the property has been inherited, written documentation of the property transfer should be submitted along with the most recent deed.)
- Obtain a copy of certified survey map(s), as required by s. NR 716.15(2)(j)2., or the relevant section of the recorded plat map for those properties where the legal description in the most recent deed refers to a certified survey map or a recorded plat map (lots on subdivided or platted property (e.g., lot 2 of xyz subdivision).
- Obtain parcel identification number (if county uses them) for each property within the Drinking Water Advisory Area. Include the address of each property within the contaminated site boundary (regardless of whether parcel id # exists).
- Obtain Geographic position data for each property (meters in WTM83/91 projection) in compliance with the requirements of s. NR 716.15 (2)(k).
- Obtain a statement signed by the responsible party, which states that he or she believes that the legal description has been attached for each property that is within, or partially within, the contaminated site boundary. *(The purpose of this requirement is that a legal description for each of the contaminated properties has been submitted. The RP is not required to attest to the accuracy of the attached legal descriptions.)*
- Prepare and send off-site notification letters to all owners of properties within the Drinking Water Advisory Area as required by s. NR 726.05(3)(a)4.g. Letters sent to off-source properties must contain standard provisions in Appendix A of ch. NR 726. *(Off source properties are listed separately on the GIS Registry with a link to the source property.)* If the source property is owned by someone other than the person who is applying for case closure, a copy of the letter notifying the current owner of the source property that case closure has been requested should also be included.

STREET NUMBER	STREET	PROPERTY OWNER NAME	CITY	ZIP
N4086	CTH E	St Nicholas	Kaukauna	54130
N4088	CTH E	St Nicholas	Kaukauna	54130
N4088	CTH E	St Nicholas	Kaukauna	54130
N4106	CTH E	Daniel W. (Butch) Vandenberg	Kaukauna	54130
N4108	CTH E	Home Tavern	Kaukauna	54130
N4110	CTH E	Robert Conrad / Barber Shop and Apts.	Kaukauna	54130
N4114	CTH E	Mike Liebergen / Leap Inn	Kaukauna	54130
N4118	CTH E	Michael J Moser	Kaukauna	54130
N4119	CTH E	Capital Credit Union	Kaukauna	54130
N4128	CTH E	Robert and Janet Reed	Kaukauna	54130
N4134	CTH E	Michael J Moser	Kaukauna	54130
N4140	CTH E	John J Barker	Kaukauna	54130
N4144	CTH E	Michael and Darcy Bevers	Kaukauna	54130
N4154	CTH E	Thomas and Lynn Krueger	Kaukauna	54130
N4164	CTH E	Steve and Sky Meidem	Neenah	54956
N4170	CTH E	Richard Stuck	Kaukauna	54130
W1905	CTH S	Nicholas and Jenny Schaumberg	Kaukauna	54130
W1915	CTH S	Jennifer Loiselle	Kaukauna	54130
W1919	CTH S	Emil Huss	Kaukauna	54130
W1922	CTH S	Kenneth Cook	Kaukauna	54130
W1927	CTH S	Randall Isakson	Kaukauna	54130
W1928	CTH S	Rose Mary Greiner	Kaukauna	54130
W1936	CTH S	Aren Greiner	Kaukauna	54130
W1937	CTH S	Dennis Damrau	Kaukauna	54130
W1944	CTH S	Steve Mondlock	Kaukauna	54130
W1945	CTH S	Glen Manthei	Kaukauna	54130
W1949	CTH S	Robert and Monica Heilman	Kaukauna	54130
W1952	CTH S	Daniel Abel	Kaukauna	54130
W1961	CTH S	Robert J Vandenberg	Kaukauna	54130
W1962	CTH S	Robby J and Kristie Bowers	Kaukauna	54130
W1968	CTH S	Edward Coenen	Kaukauna	54130
W1973	CTH S	Exilda Valentine	Kaukauna	54130
W1980	CTH S	Daniel Brownson	Kaukauna	54130
W1981	CTH S	Dan J Vandenberg	Kaukauna	54130
W1983	CTH S	Dan J Vandenberg	Kaukauna	54130
W1985	CTH S	Dan J Vandenberg	Kaukauna	54130
W1990	CTH S	William and Colleen Daul	Kaukauna	54130
W1993	CTH S	Dan J Vandenberg	Kaukauna	54130
W1998	CTH S	Fire Department	Kaukauna	54130
W2004	CTH S	Town Hall	Kaukauna	54130
W2022	CTH S	Michael J Moser / Freedom Feed Mill	Kaukauna	54130
W2033	CTH S	St Nicholas	Kaukauna	54130
W2035	CTH S	St Nicholas	Kaukauna	54130
W2037	CTH S	St Nicholas	Kaukauna	54130
N4114	COFFEY ST.	James Meulemans	Kaukauna	54130
N4115	COFFEY ST.	John J Green	Kaukauna	54130
N4120	COFFEY ST.	Catherine Vander Logt	Kaukauna	54130
N4121	COFFEY ST.	Kevin and Jenny Anderson	Kaukauna	54130
N4124	COFFEY ST.	Carie Hiller-Lotto	Kaukauna	54130
N4128	COFFEY ST.	James Weyenberg / Power of Attorney	Appleton	54913

N4133	COFFEY ST.	Henry Hendricks	Kaukauna	54130
N4134	COFFEY ST.	Cheryl Buelow	Kaukauna	54130
N4142	COFFEY ST.	Lynn Greiner	Kaukauna	54130
N4148	COFFEY ST.	Robert M Geurts	Kaukauna	54130
N4103a/b	PETERSON RD.	Tim and Deb Konitzer	Kaukauna	54130
N4107	PETERSON RD.	David A Vanden Berg	Kaukauna	54130
N4113	PETERSON RD.	Donald W Newhouse	Kaukauna	54130
N4119	PETERSON RD.	Merlin Schuh	Kaukauna	54130
N4139	PETERSON RD.	Dorothy Kerkhoff	Kaukauna	54130
N4145	PETERSON RD.	Mark Klosterman	Kaukauna	54130
N4151	PETERSON RD.	Marvin Haberland	Kaukauna	54130
N4159	PETERSON RD.	Mark Huss	Kaukauna	54130
N4163	PETERSON RD.	Mark J Randerson	Kaukauna	54130
N4167	PETERSON RD.	Dale Bougie	Kaukauna	54130
N4193	PETERSON RD.	Alice and Joseph A. Peterson	Kaukauna	54130
W2048	CTY S	Darryl Gerrits	Kaukauna	54130
W1969	VANDENBERG	Exilda Valentine	Kaukauna	54130

### **SECTION 3 - Reporting Timeframes**

Within *60 days* of the Commerce notification of the maximum reimbursement amount, the responsible party (RP) must execute a written contract with one of the firms that submitted a bid. Failure to execute the written contract within this time will result in ineligibility of interest expenses incurred from the date of the reimbursement cap letter until a contract is executed and work commences at the site. Work must commence within *45 days* of signing a contract. There are specific reporting requirements in Comm 47.70 to monitor the progress of activities at each bid site and there may be additional reporting requirements outlined above. The consulting firm that is contracted to complete the scope of work is required to report the progress of this site to Commerce electronically on the web site at each of the following points:

1. Within fourteen days of executing or terminating a contract with the RP.
2. Three months after entering into the contract with the RP.
3. Twelve months after beginning the work in the successful bid, unless the project is completed before that time (point 6 applies).
4. Twelve months after submitting the previous report (point 3), unless the project is completed before that time (point 6 applies).
5. No later than 10 days after encountering a change in circumstances (the list of circumstances is in Comm 47.70 (3)).
6. No later than 30 days after completing the work.
7. As directed by Commerce.

If Commerce determines that the consulting firm is failing to make adequate progress to complete the scope of work, Commerce will notify the RP and may reduce the reimbursement to accurately reflect the work completed.

#### Claim Submittal

A claim must be submitted to Commerce within 120 days of submitting the report described in *Reporting Timeframe, point #6*. If a claim is not submitted by the deadline described above, interest costs from the date the report (point #6) is submitted to the date the claim is received will not be reimbursed to the claimant. The claim preparation cost must be included in the Total Bid Amount and is considered within the reimbursement cap.

## Questions and Answers

Questions, answers and interpretations will be considered an amendment of this solicitation. All questions must be submitted in writing (fax and electronic mail submittals are acceptable) to the Bid Manager identified in Section 1 of this solicitation. All answers and interpretations shall be in writing from the Bid Manager. Neither the PECFA program nor Commerce shall be legally bound by any amendments or interpretations that are not in writing. Bidders are not to contact other personnel located within the Department of Commerce/Bureau of PECFA concerning the site or the bid solicitation between the Bid Announcement Date and Bid End Date. No further questions will be addressed after the deadline for submitting questions identified in Section 1.

### **SECTION 4 - Conditions of Bid**

The successful bidder will be the entity that complies with all provisions of the bid and provides the lowest total cost, excluding interest, for the site-specific bid requirements described in Section 2. In preparing the bid, the bidder must assume compliance with all applicable codes, including, but not limited to, §Comm 46, §Comm 47, and §NR 700 Wis. Admin. Codes.

The bid Commerce selects to determine the least costly method of remedial action will be the least costly qualified bid. Commerce will rank the bids solely on the basis of cost. Evaluation of bids will continue until the least costly qualified bid is identified. Submittals from an individual or firm during their period of disqualification from bidding, submittals received late and for submittals without a certified commitment (performance assurance and/or signature) will not be considered as bids. Commerce may disqualify a bid for the following reasons:

- Requirements of the bid specifications have not been met.
- The remedial strategy is not appropriate to the geologic setting.
- A Total Bid Amount is insufficient to fund the activities described in the bid specifications.

Commerce reserves the right to reject any and all bids.

Any proposed technology or methods used in the remediation must be allowed for use in the State of Wisconsin and approvable by the agency with jurisdiction (Natural Resources or Commerce).

The bidder Commerce intends to select may be required to provide input to and attend a meeting with the PECFA program and the claimant to explain the bid and remedial approach.

If a bid is disqualified, Commerce will provide written notification to any individual or firm that submitted a disqualified bid. The notification shall specify the reasons for the disqualification, and inform the individual or firm of their right to protest or appeal the decision. If a bid is more costly than the bid Commerce intends to select, the bid will not be reviewed.

The *Notice of Intent* will identify the least costly bid, disqualified bid(s) and bid(s) not reviewed. The *Notice of Intent* will be sent to the RP and will be posted on PECFA's Internet Web site.

## SECTION 5 - Instructions to Bidders

Between the bid start and end dates, bidders shall not discuss or attempt to negotiate any aspects of the bid with the RP, other potential bidders or program staff without prior approval of the Bid Manager identified in Section 1. Infractions will result in rejection of the violator's bid and may result in a formal complaint being filed with the Department of Regulation and Licensing.

If access to the site is necessary for the preparation of a bid, access shall be arranged through the Bid Manager. If the Bid Manager is not able to arrange site access, this will not delay the bid process nor negate the comparison and selection from among the bids submitted. All costs associated with a site visit or preparation of a bid will be the bidder's responsibility.

The Bidding Process must conform to the following:

1. The Bid Response shall address all the site-specific bid requirements identified in Section 2.
2. The total bid amount to accomplish the stated goal must include all fees, reporting costs, pre- and post-closure costs and costs for establishing restrictions or institutional controls, when applicable (interest costs are excluded).
3. The submittal must include a copy of the Bid Response document signed by a Professional Engineer, Professional Geologist, Hydrologist or Soil Scientist licensed by the State of Wisconsin. The appropriate registration number of the professional license must be included. Registration requirements are listed in Comm 5.
4. Bids *cannot* be faxed directly to the program. Documents received by fax will not be considered.
5. Bids, amendments thereto or withdrawal requests must be received by 4 pm on the bid end date.
6. The consulting firm's name must be included and all pages of the Bid Response.
7. All costs must be printed (ink, typewritten or computer). Errors must be crossed out, corrections entered and initialed by the person signing the bid. Correction fluid is not allowed. No bid shall be altered or amended after the time specified for the bid end date.
8. Each bidder shall fully acquaint themselves with conditions relating to the scope and restrictions attending to the execution of the work under the conditions of this bid. The failure of a bidder to acquaint themselves with existing documented conditions shall in no way relieve any obligation with respect to this bid.
9. All amendments to and interpretations of this bid shall be in writing from the Bid Manager. Neither Commerce nor the program shall be legally bound by any amendment or interpretation that is not in writing.
10. This bid is intended to promote competition. If the language, specifications, terms and conditions, or any combination thereof restricts or limits the requirements in this bid to a single source, it shall be the responsibility of the interested bidders to notify the program in writing so as to be received five days prior to the opening date. The bid may or may not be changed; however a review of such notification will be made prior to award.

## **SECTION 6 - Bidder Disqualification**

Commerce may disqualify from public bidding any individual or firm that has committed any of the following (Comm 47.67 (1) (a)):

1. Failed to complete the scope of work within the reimbursement cost cap established through public bidding.
2. Failed to complete the scope of work in a bid in a timely manner.
3. Failed to follow DNR rules on the bid project.
4. Received one or more notices from Commerce under s. Comm 47.62 (2) that assess the financial management of an investigation as unacceptable.
5. In any prior occurrence that has been publicly bid, failed to do either of the following:
  - a. Pay subcontractors after receiving payment for them.
  - b. Obtain lien waivers on or before the date of the final payment by the RP or the PECFA program, from all subcontractors paid under subd. 5. a.
6. Failed to execute a contract with the RP as required in s. Comm 47.69 (1).
7. Failed to commence work within 45 days after executing a contract, as required in s. Comm 47.69 (3).

Commerce may disqualify any individual or firm from performing further work on a project if the individual or firm has not completed any of the six reporting points required in Comm 47.70 and outlined in Section 2 of this bid document. Commerce will review and address the issue as stated in Comm 47.70 (4).



## BID RESPONSE

(1<sup>st</sup> Page)

Department of Commerce PECFA Program

**SITE NAME: Freedom Car Sales**

**COMMERCE #: 54130-9999-56**

**BRRTS #: 03-45-001754**

Submit Bid Response To: Cathy Voges  
Public Bid Response  
Department of Commerce PECFA Bureau  
201 W Washington Ave, Madison WI 53703-2790 or  
PO Box 8044, Madison WI 53708-8044

Consulting Firm Name: \_\_\_\_\_

Complete Mailing \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: (     ) - \_\_\_\_\_

Fax Number: (     ) - \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Bidder (check one that applies):

<input type="checkbox"/>	Professional Engineer	License # _____
<input type="checkbox"/>	Professional Geologist	License # _____
<input type="checkbox"/>	Hydrologist	License # _____
<input type="checkbox"/>	Soil Scientist	License # _____



Use this box to certify (by marking with a check or X) a commitment to complete the work described in the bid specifications in its entirety for the Total Bid Amount proposed below. Failure to provide this performance assurance will disqualify this bid response. Providing unsolicited qualifications and/or contingency statements in your bid submittal will disqualify the bid response.

Total Bid Amount: \$ \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

I certify that I have the authority to commit my organization or firm to the performance of the bid I have submitted.

Signature: \_\_\_\_\_

## BID RESPONSE

(2<sup>nd</sup> Page)

Department of Commerce PECFA Program

**SITE NAME: Freedom Car Sales**

**COMMERCE #: 54130-9999-56**

**BRRTS #: 03-45-001754**

**Consulting Firm Name:** \_\_\_\_\_

A bid will be considered non-compliant if the bid response does not include a separate tabulation of costs for each activity.

1	Collect deed/map information	\$	
2	Obtain parcel ID numbers	\$	
3	Obtain WTM geographic position data	\$	
4	Prepare and send off-site notification letters	\$	
5	Obtain signed statement from RP	\$	
6	Total Bid Amount	\$	